

Amended 17 Dec 03 Changes underlined
MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE
CAMP ROBINSON, NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN: 962-4208/4215
<http://www.arguard.org/HumanResources/HROMain.htm>

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER 03-273

OPENING DATE: 14 Dec 2003

CLOSING DATE: 29 Dec 2003

POSITION TITLE, SERIES AND GRADE	POSITION NUMBER	SALARY RANGE
Military Pay Technician – 2 Positions GS-0545-06	80301000	\$28,644 - \$37,237 pa

TYPE OF APPOINTMENT: Technician, Excepted, Enlisted, Non-Supervisory, Permanent

NOMINATING OFFICIAL: Nancy A. Looper, Supervisory Financial Technician

LOCATION OF POSITION: 188th Fighter Wing, AR ANG, Fort Smith, AR 72903-6096

AREA OF CONSIDERATION:

Onboard:

- (1) Onboard qualified technicians of the 188th Fighter Wing.
- (2) Onboard qualified technicians of the Arkansas Air National Guard.

New Hire

- (3) Onboard qualified technicians of the AR ARNG.
- (4) Qualified members of the AR ANG/AR ARNG.
- (5) Individuals who are not members of the National Guard, but are eligible to acquire membership in an available and compatible military grade for excepted technician positions.

QUALIFICATION REQUIREMENTS: GENERAL: Administrative or clerical experience, education or training which demonstrates the applicant's ability to make arithmetic computations, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information. SPECIALIZED: Must have 9 months experience interpreting rules, regulations and laws; analyzing and correcting data; and adhering to time frames to meet established deadlines. OTHER REQUIREMENT: Individual must meet all military requirements of the position without creating a grade inversion, as determined by the supervisor.

PLACEMENT FACTORS: Applicants should demonstrate through prior experience, education and training the following: (1) Skill in customer service and working with people. (2) Skill in the use of personal and online computers. (3) Ability to process a high volume of pay transactions. (4) Ability to research regulations and make decisions on pay entitlements. (5) Ability to set and meet administrative deadlines. (6) Completion of appropriate technical school/CDC courses. Upon selection, must be a member of the 188th FW, AR ANG, and assigned to a compatible military position in AFSC 6F0XX or 6F1XX. Retention allowance of 15% is authorized for this position.

SUMMARY OF DUTIES: The incumbent is responsible for prioritizing and processing the full range of military pay entitlements of ANG personnel. Ensures the timely and accurate processing of technician payroll actions. Receives and reviews a variety of documents authorizing changes affecting entitlement accounts including changing of address, starting, changing or stopping allotments, financial institutions accounts; changing tax exemptions, and earned income credit certifications. Provides status of payments, computations of pay entitlement and deduction forms to Geographically Separated Units (GSUs) and individual airmen. Serves as focal point on dual compensation regulations and reports.

Ensures the successful interface and/or connectivity between pay and related systems. Administers and performs the finance portion of military/technician personnel readiness processing when ordered to active duty. Performs other duties as assigned.

APPLICATION INSTRUCTIONS: Individuals meeting General and Specialized Qualification Requirements may apply by submitting either OF 612, Optional Application for Federal Employment, or a resume, or other written format, with attachments listed below, so that it will arrive on or before the closing date of the Employment Opportunity Announcement. **WHATEVER APPLICATION FORMAT IS USED, IT IS CRITICAL THAT ALL REQUIRED INFORMATION IS SUBMITTED, PARTICULARLY ALL EXPERIENCE PERTAINING TO SPECIALIZED QUALIFICATION REQUIREMENTS.** Individuals submitting incomplete applications may lose consideration for a position. Submit applications to the Human Resources Office, Camp Robinson, North Little Rock, AR 72199-9600, or to the 188th FW/DPM, 4850 Leigh Ave., Fort Smith, AR 72903-6096. **Application must be signed in original ink. FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** Male applicants between the ages of 18 and 25 must be registered with the Selective Service System, as provided in Section 1622 of the Defense Authorization Act of 1986, prior to appointment to a Civil Service position for which selected. Applicants not registered prior to age 26 are ineligible for employment in the Federal Civil Service System. Evaluation will be based on the experience/qualification requirements stated in the announcement; therefore, it is important that every requirement be based on the application. When possible, experience should be explained in terms of knowledge, skills and abilities. Substantial changes in duties and responsibilities should be fully explained so that appropriate credit may be given. Required attachments to the application are as follows:

1. AG AR Ark Form 1: Chronological Summary of Military Experience. Include assignments, training and experience, and AFSCs/MOSs awarded.
2. AG AR Ark Form 6: Military and Civilian Education. Include hours or weeks, and dates completed. If attendance was less than full time (i.e., night school) indicate actual hours.
3. AG AR Ark Form 22: Pre-Appointment Certification Statement.
4. SF 181: Race and National Origin Identification

This position with the Arkansas National Guard is a Title 32 USC 709 position, not Title 5, and as such has different RIF criteria, certain grade and promotion limitations, and no Veterans Preference. Direct Deposit/Electronic Funds Transfer of Civilian Pay is required as a condition of employment/promotion/reassignment. Initial inprocessing of new employees will include enrollment procedures. PCS may be authorized in accordance with Joint Travel Regulations.

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH, ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTORS, SUCH AS RACE, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//

GERALD L. ROBINSON

Capt, AR ANG

Supervisor Human Resources Specialist
(Recruitment and Placement)